

~~CONFIDENTIAL~~

25 May 1950

Registry

MEMORANDUM FOR: EAD

SUBJECT: Entertainment Expenses

allowances/Representative

1. Reference is made to your memorandum request on above subject, dated 24 May 1950.

2. The following procedure is recommended whereby ADPC may obtain reimbursement for official entertainment.

a. An expense voucher for operational entertainment should be submitted in accordance with Paragraph 7.2. of Confidential Funds Regulations. The voucher should indicate the following:

- (1) Date of entertainment;
- (2) Purpose and nature of entertainment;
- (3) Names or descriptive identification of guests;
- (4) The per capita cost (estimated);
- (5) That expenses should be charged to [REDACTED]

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25X1A

b. The voucher should be certified by ADPC and submitted to [REDACTED] the OFC certifying officer, GFD.

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c. If names are not listed on the voucher, it is recommended that ADPC keep a personal file identifying guests and dates of entertainment.

3. For recurrent or continuing entertainment, it would be possible to establish, in advance, a fixed rate per guest for specific types of entertainment, i.e. cocktail party, dinner party, etc. Under this arrangement, a monthly entertainment voucher could be submitted giving the information set forth in (2) above.

[REDACTED]
Chief, Staff III

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25X1A9a cc [REDACTED]

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